

POLICY AND PROCEDURE MEMORANDA

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memoranda

Chapter 49. Rebate Schedule for Cooperative Purchasing—PPM Number 54

§4901. Authority

A. Pursuant to R.S. 39:1706(C) and (D), the chief procurement officer for the State of Louisiana may provide information and technical services to facilitate the cooperative use of sponsored state contracts made available for use by Louisiana's parishes, cities, towns, governmental bodies and any other subdivision of the state or public agency, public authority, public educational, health or other institution and to the extent provided by law, any other entity which expends public funds for the acquisition or leasing of supplies, services, major repairs and construction, including any nonprofit corporation operating a charity hospital. Pursuant to R.S. 39:1706(E), the chief procurement officer may enter into contractual arrangements and publish a schedule of fees for the services provided under subsections (C) and (D) of R.S. 39:1706.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:4 and R.S. 39:1706(C) and (D).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 42:2063 (October 2015).

§4903. Policy

A. As part of all cooperative contracts it shall be the policy of the Office of State Procurement to provide information services and technical services to facilitate their use statewide and to recoup those costs as authorized under R.S. 39:1706(E) by contracting directly with vendors to recover same in the form of a rebate from aggregate gross sales under the contract. The following rebate and remittance schedule should be included in all cooperative contracts where services are provided pursuant to title 39, sections 1706(C) and (D) by the central purchasing agency of the Office of State Procurement in support of cooperative purchases.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:4 and R.S. 39:1706(C) and (D).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 42:2063 (October 2015).

§4905. Remittance Schedule

A. The rebate shall be contractual and shall be negotiated, and shall be a minimum of 1 percent of a vendor's gross aggregate sales under its state-wide contract unless agreed to otherwise. The rebate should be remitted by the vendor to the Office of State Procurement in accordance with this remittance schedule.

Remittance Schedule		
Fiscal Year 2016: Rebate to be a minimum of 1% of gross sales under statewide cooperative contracts		
Fiscal Quarters	Months	Vendor's Due Date
Quarter 1	July 1 st – September 30 th	October 31st
Quarter 2	October 1 st – December 31 st	January 31st
Quarter 3	January 1 st – March 31 st	April 30th
Quarter 4	April 1 st – June 30 th	July 31st
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AUTHORITY NOTE: Promulgated in accordance with R.S. 39:4 and R.S. 39:1706(C) and (D).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 42:2063 (October 2015).

§4907. Waiver

A. Nothing in this policy shall prevent the Office of State Procurement from waiving the rebate where the best interests of the state are served or from devising and contracting for additional or alternate methods of recouping costs associated with cooperative purchasing opportunities.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:4 and R.S. 39:1706(C) and (D).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 42:2063 (October 2015).

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